



**TWO  
RIVERS**  
WISCONSIN

# ADVISORY RECREATION BOARD MEETING

Wednesday, August 09, 2023 at 6:00 PM

Koska Room - Community House 1520 17th  
Street, Two Rivers, WI 54241

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## MINUTES

### 1. ROLL CALL

Present Board Members: Brian Gallagher, Robert Reed Jr, Travis Kadow, Erin Lamal, Dorothy Tinkham Delo, Adam Wachowski-Council Rep.

Excused Board Members: Daniel Cortte, Chase Mathias, Justin Klinkner, Jason Scharping, Jeff Dahlke-Council Rep.

Also Present: Mike Mathis- Parks & Recreation Director, Megan Marsh- Parks & Recreation Clerk

### 2. APPROVAL OF MINUTES

July 12, 2023

Dorothy Tinkham Delo Established Motion to Approve

Travis Kadow 2nd the Motion

### 3. CORRESPONDENCE

A. Tree Removal/Planting Requests

- a. Parks and Rec has had multiple application submission requests for removal and/or planting of terrace trees.

### 4. COMMENTS FOR THE PUBLIC (Limited to 3 minutes each)

### 5. NEW BUSINESS

A. Open Space Planning Timeline Proposal

a. Why We Need an Open Space Planning Timeline

- 1. Maintain eligibility for WDNR Stewardship Fund grants.
- 2. A community's park plan must be updated every five years to maintain eligibility.
- 3. Document the need for future projects to solicit other sources of funding.
- 4. Identify developing recreational trends and position the City to address these trends as opportunities.

5. Use the update process as an opportunity to engage core stakeholders as partners to implement park goals, objectives, and new opportunities.
6. Use the update process to generate public input on park opportunities and directives.
7. Update Park maps to show existing facilities and potential future park projects.
8. Assist Department Heads and Community Leaders with budgeting for capital improvements.

b. Phase 1 – Needs Assessment and Research Objectives

1. Gather feedback on what is the purpose of the Parks and Recreation Department. (Mission Statement)
2. Gather feedback on what we should strive to achieve in the long term. (Vision Statement)
3. Gather feedback on what our core values are and should be.
4. Gather public input data on park opportunities, challenges, priorities, and directives.
5. Gather demographic information about park users.
6. Generate support from community stakeholder groups through engagement.
7. Gather data on societal trends, trends in parks and recreation, and environmental trends that will influence our future.
8. Gather data on other park districts and their amenities.

c. Phase 1 – Needs Assessment and Research Deliverables

1. Meetings with City Staff and Advisory Recreation Board.
2. Meetings with Stakeholder Groups: Bus Drivers, Kiwanis, Rotary , Explore TR, Room Tax Commission, Main Street.
3. Public Informational Meeting(s).
4. On-Line Survey.
5. One-on-one interviews with important stakeholders and experts.
6. Report on societal trends, trends in parks and recreation, and environmental trends that will influence our future.
7. Inventory current parks, facilities, and open space.
8. Report on other park districts and their amenities.
9. Map(s) showing current status of park and open space.

d. Phase 2 - Plan Development Objectives

1. Synthesize data from phase 1 into vision statement, mission statement, goals and objectives.
2. Engage core stakeholders in synthesizing data from phase 1 to gather support for acting on goals and objectives.
3. Develop a written plan that provides strategy for future action.

e. Phase 2 - Plan Development Deliverables

1. Facilitate stakeholder meeting(s).
2. Written Park and Open Space Plan with vision statement, mission statement, goals and objectives.
3. Map(s) and renderings showing our potential future.

B. Central Park Impromptu Musicians Permit

a. Feedback:

1. Explore surrounding cities permit process'.
2. Adequate signage for paid rentals; similar to shelter reservations to help distinguish when impromptu musicians can use the stage.
3. Electric to be shut off unless rented out or used for an event.

C. Neshotah Rotary Pavilion Yoga Class Rate

a. Feedback

1. Discuss methods for short term rental on early park/beach times.
2. Contract method for joining yoga program to Parks and Recreation programming.

**6. OLD BUSINESS**

A. ARB Board Member Attendance

a. Youth Members resignation

b. Motion to have only 1 Youth Member

Motion to approve by Dorothy Tinkham DeLo

Travis Kadow 2nd the Motion

c. Reach out to the School Board to recruit a new Youth Member.

**7. OTHER BUSINESS**

**8. DIRECTOR'S REPORTS**

A. Program and Event Updates

- a. By request, Megan created an outline for ARB Members to have program updates.
- b. Brian Gallagher suggest a Basketball "Dribblers" Program. Grades 1-2 to learn dribble technique/choreography and participate in half-time show in sport activities through the school or other recreation programs.

B. Neshotah Beach Walk and Bikes

- a. New signs created based off of last ARB suggestions.

C. Upcoming Programs and Events

- a. In the process of creating Fall Activity Guide brining in NFL flag football, swimming lessons, and dance class.

D. LB Clark and Walsh Field

- a. New outline of LB Clark ownership. Recreation programs will continue to use propepy for future programs.

E. Zander Park

- a. Capital Improvement for resurfacing the entrance driveway/parking lot of Zander Park.
- b. Working with DPW for an estimate of cost for resurfacing.
- c. Zander Park natural playground sign arrived from the highschool.

F. Neshotah Playground

- a. DPW has started Neshotah Playground gravel distribution.

**9. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS**

A. Ice Rink and Ice Skates

**10. NEXT MEETING**

September 13, 2023

**11. ADJOURNMENT**

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email [clerk@two-rivers.org](mailto:clerk@two-rivers.org) at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.*

*It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*